



VACANCY ANNOUNCEMENT

The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until November 30, 2022.

Title Clerk Driver [Unclassified]			Salary A09 \$32,966.32 - \$45.874.30	
Posting Number E524-21	Position Number 961865	Number of Positions 1	Posting Period * From: 10/05/2021 To: 12/31/2021	
Location: 55 N. Willow Street Trenton NJ 08618			Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION				
<p>The Driver and Security personnel is responsible for transporting the Rapid Mobile Response Team (RMRT) to congregate settings to conduct COVID-19 testing (possibly vaccine distribution), assisting with staging and breakdown of pop-up mobile sites, leading crowd control, transporting and delivering specimens to the public health lab daily, and maintaining the mobile unit (fuel, inspections, maintenance service, etc.). This position also has overall responsibility for the operation, security, condition and safety of the mobile command center. The work location will be on the road, five days a week for up to 12 hours daily. Roles and responsibilities include driving, utilizing navigation, ensuring safety of team members, enforcing safety protocols, responsible for maintenance and cleaning of mobile unit, assisting and supporting the team and residents as needed and other tasks and assignments as required or requested.</p>				
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)				
<p>LICENSE: Appointees must possess a driver's license valid in New Jersey.</p> <p>Appointees may also be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.</p> <p>NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.</p>				
IMPORTANT FILING INSTRUCTIONS				
<p>If interested in this position, you can reply in one of two ways:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <ul style="list-style-type: none"> Forward the required documents electronically to: PSTOC@doh.nj.gov Mail the required documents to: Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #E524-21 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0355 </div> <div style="width: 35%;"> <p>Required documents:</p> <ul style="list-style-type: none"> cover letter resume completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p> </div> </div>				

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
- If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.